

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

GEO Foundation

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications		Lesson matches original description	Satisfactory	Criminal Background Checks	
Recruiting Materials		Instruction is clear	Satisfactory	Health/safety laws & regulations	
Academic Program		Time on task is appropriate	Satisfactory	Financial viability	
Progress Reporting		Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 4-2:1	Satisfactory		

ACTION NEEDED: NONE

(As per the on-site monitoring rubric instructions, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since GEO Foundation's document and compliance analysis was completed during the 2005-2006 school year, only an observation was completed for the 2006-2007 school year).

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: GEO Foundation
SITE: H.L. Harshman Middle School (IPS)
TUTOR'S INITIALS (ALL TUTORS OBSERVED):
NUMBER OF LESSONS OBSERVED: 1

DATE: March 27, 2007
REVIEWERS: MC/CE
TIME OF OBSERVATION: 3:00PM

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Students worked on laptop computers using the A+ curriculum. The tutor was writing information on a whiteboard for use in a later lesson. The tutor explained that usually, students rotate from working live with her to working on the computers (students are either working live with a tutor on a lesson or are working on the computers). One student worked on possessive pronouns, the other worked on adverbs. Lessons were prescribed for students based on pre-assessments. The tutor walked around and provided assistance when needed. The tutor used strategies to help the students come up with answers on their own if they had difficulty.
Instruction is clear	X		The students appeared to know what they were supposed to be working on. When necessary, the tutor provided clear instruction and used multiple strategies to help students understand a concept they were having difficulty with. The tutor was preparing a lesson on the whiteboard to work with the students on once they had completed their computer lessons. The tutor was familiar with the lesson plan and appeared to follow it.
Time on task is appropriate	X		Students remained constantly on task and engaged. The tutor recognized when students needed assistance and gave it to them. The tutor did a very good job keeping students on task and engaged even in a location that had some outside distractions.
Instructor is appropriately knowledgeable	X		The tutor seemed well-aware of the students levels and was able to provide assistance when necessary. Instruction provided to students while working on the computers was clear and generally helped students understand. The tutor did not give the students the answers; instead, the tutor used multiple strategies to help the students come up with the answers on their own. The tutor gave high fives and other positive encouragement to students when necessary.
Student/instructor ratio: <u>2:1 (usually 4:1)</u>	X		Student/instructor ratio is lower than that described in the original application. Instruction included small group and computer-based activities.